

APPENDIX A

Tender of Service

PERSONAL PROPERTY

HOUSEHOLD GOODS

AND

UNACCOMPANIED BAGGAGE

OMB 0702-0022 (31 Oct 95)

I. Qualification.

A. GENERAL.

1. Gender. The first person singular pronoun is used throughout this Tender of Service and refers to a person, partnership, or corporation submitting such tender .

2. Tender of service.

a. I understand that this is a Tender of Service and not a rate tender.

*b. I will submit to the Commander, Military Traffic Management Command (MIMC) , ATIN: MTOP-QQ, 5611 Columbia Pike, Falls Church, VA 22041-5050, the Tender of Service Signature Sheet (Figure A-1) certifying that I have read and understand the terms and conditions and agree to provide service as set forth in this Tender of Service. I will retain the actual Tender of Service for my files.

c. As required on the Tender of Service signature sheet, I agree to either certify that I am not under common financial and administrative control with any other carrier (s) or forwarder (s) or to provide a list of the carrier(s) or forwarder(s) with which I have a common financial and administrative control relationship. As used herein, the term "common financial and administrative control " mans the power, actual as well as legal, to influence the management, direction, or functioning of a business organization. Circumstances surrounding organization or operation which may, but do not always, result in a common financial and administrative control relationship include the following:

(1) Majority or minority ownership.

(2) Familiar relationships.

(3) voting of securities.

-(4) Common directors, officers and/or stockholders.

(5) voting trusts .

(6) Holding trusts .

(7) Associated companies.

(8) Contract or debt relationships.

d. I understand that submission of this Tender of Semite signature sheet, hereafter referred to as tender, is a prerequisite to my consideration for Department of Defense (DOD) approval for the movement of personal property; that it does not obligate the Government in the distribution of traffic; and that such submission indicates that I consider myself to be qualified, willing, and able to accept shipments from military activities and seek such shipments under the terms set forth herein. I will be notified of changes to the tender by certified mail. Changes, additions, and deletions are effective upon receipt of notification unless specifically stated otherwise.

3. Operating Authority.

*a. I certify that I hold all necessary operating authority issued in my name, from appropriate regulatory ties, for the transportation of personal property and will provide copies of each authority (Interstate Commerce Commission, or Intrastate Agency) to the HQMIMC, ATTN: MTOP-QQ; or that I am exempt from such regulatory certificate by operation of law or order of an appropriate regulatory body and, in addition to tariff and legal requirements, agree to the provisions of this tender.

b. I agree to provide service to all areas contained in my operating authority from those installations where I have filed a letter of intent (LOI), except that in filing an LOI, I will not be required to offer services to destination areas which involve gateways requiring circuitous routing that would increase the distance from points of origin to points of destination of a shipment to an extent which would cause the required delivery date (RDD) to be missed. Failure to provide service to all areas covered by my LOI, as evidenced by a continuous pattern of selectivity as to shipments accepted, or continuous refusal of shipments to specific destination areas, may be grounds for suspension and possible return of my LOI.

4. Surface/Aerial Port Agents.

a. I understand and agree that the facilities of CONUS and overseas surface/aerial port agents met national/host country standards and codes with respect to fire safety, prevention and protection requirements; storage of combustible materials; and are utilized in accordance with generally accepted warehousing practices. I further understand that should my agents' facilities be found to be unsatisfactory, I will take all actions necessary to require the agent to take corrective action or move the shipments to an acceptable facility.

b. I will submit copies of surface and aerial port rosters in the following manner :

(1) Three (3) copies of CONUS surface and aerial port terminal agents to both HQMIMC and MIMC area commands.

(2) Five (5) copies of overseas surface and aerial port terminal agents to HQMIMC.

(3)One(1) copy of overseas general agents (if applicable) to HQMIMC .

*The surface and aerial port rosters will be updated annually. Changes in names, locations, and telephone numbers will be submitted as they occur, to the HQMIMC, ATTN: MTOP-QQ, 5611 Columbia Pike, Falls Church, VA 22041-5050 and MIMC area commands .

*5. Agency Facilities. I certify that the facilities of CONUS origin agents listed in the attachment to this tender have been inspected by an authorized representative of my company and that such facilities met the standards of my company, the facilities, equipment, communications, e.g. , telephone, teletype, intercom, etc. , and personnel of my agents are separate and distinct from any other household goods carrier's agent.

6. Carrier/Agency Relationship.

a. I understand and agree that if for any reason the agency agreement between my company and any of my CONUS agents is terminated, or my agent or agent's facilities are no longer acceptable to the personal property shipping officer (PPSO) for any valid reason, I will have 30 days from the date of notification of termination, or notification of agent deficiency, within which to obtain another agent or require the agent to take appropriate corrective action or my letter of intent on file with the PPSO will be returned.

b. I further understand and agree that I will take all action necessary to protect and expedite to ultimate delivery any shipments of personal property that may be on hand or in the custody of my agent. I understand that my letter of intent will not be returned if my agent's facilities are rendered unacceptable due to act of God, act of public enemy, act of public authority, violent strikes and mob interference, extreme weather conditions, unavoidable accidents, and similar incidents.

c. I agree that an individual rate tender will not be filed applicable to an installation when I do not have a LOI on file at that installation.

*7. Cargo Insurance. I shall provide a certification of cargo insurance reflecting coverage on a continuous basis in at least the amounts shown below to cover my legal liability. The certificate will contain the statement that the insurance company shall provide the HQMIMC, ATTN: MTOP-QQ, a 30-day written notice of any change, expiration, or cancellation of said policy. The underwriter of cargo insurance must have a policyholder's rating of "A" or better in current issue of Best's Insurance Guide. The Certificate shall be prepared with original signatures and provided to the HQMIMC, ATTN: MTOP-QQ in the provided Figure A-2. The following is the minimum cargo liability coverage required:

	Amount Per Shipment	Amount Per Aggregated Losses/ Damages at any one place and time
Domestic	\$10,800	\$150,000
International	\$10,800	\$150,000

8. Left Blank Intentionally.

9. Financial Information.

a. I will provide financial data, when requesting initial approval from MIMC to participate in DOD traffic, at the discretion of MIMC considered necessary to assure satisfactory performance and avoidance of carrier/ forwarder financial problems including but not limited to the following, individually, or in combination:

- Company certified financial statements.
- CPA review (including footnotes) of financial statements.
- CPA audit and opinion (including footnotes) of financial statements .

The form, content, and format of each of the foregoing or combination thereof, is reserved to the discretion of MIMC.

b. After I have received DOD approval, I will, upon request of the HQMIMC, provide information on financial and operational matters. These data will be in the manner, form, and content determined necessary by MIMC to resolve questions concerning my qualifications to remain a DOD-approved carrier. Financial data will be restricted to the balance sheet, profit and loss statement, and net worth statement for the last two taxable years. Company records and supporting documentation relating to such questions will be made available for examination by MIMC representatives at the office of the company during normal business hours.

B. INTERNATIONAL.

10. Agency Facilities.

a. For all origin agency facilities located in controlled overseas areas, I will provide a Certificate of Agency Agreement (Figure A-3) , signed by an authorized representative of my company and the overseas agent. When the Certificate of Agency Agreement being filed represents expansion of my approvals to a new area of operation, it will contain certification that the facilities of my overseas agent have been physically inspected by a responsible representative of my company and that such facilities meet the standards of my company. A copy of this Certificate of Agency Agreement will be submitted to the PPSO with my letter of intent. I agree that each of my overseas agencies will have available an English-speaking employee at all times during the packing and unpacking of each shipment . The agent will also have a full-time English-speaking-writing employee reasonably available during normal working hours located at the administrative office of the agent.

*b. When granted new approval by HQMIMC, I understand that I will submit a LOI directly to the overseas PPSO not later than the initial filing deadline specified in the applicable solicitation letter. If my agent's facility is already approved, the PPSO will accept my LOI. If my agent's facility is not currently approved, I understand the PPSO will inspect the facility and approve or disapprove. Should the agent's facility not be

adequate to support services offered, the PPSO will retain my letter of intent and notify the HQMIMC, of specifics. I understand that the HQMIMC, will place my company in traffic denial for the entire rate area until I obtain a qualified agent to represent my company or until the deficiency of my agent's facility is corrected. If I fail to take proper action by the next initial rate-filing deadline, I understand that MIMC will withdraw my approval and advise the PPSO to return my LOI .

*c. If I find it necessary to change agents, I will immediately advise the PPSO by submitting a new LOI to replace the old LOI in its entirety. I understand the PPSO may accept the replacement LOI when my new agent's facility is currently approved. If my new agent's facility is not currently approved, I understand the PPSO will inspect the facility, make appropriate recommendations to the overseas commander and the HQMIMC, ATTN: MTOP-QQ, and await final approval from MIMC before accepting the LOI.

*d. I further agree to have an approved destination agent to serve each PPSO located in the controlled area for which I have been approved. In the event my overseas agency agreement is terminated or my agent's facilities disqualified by the PPSO, I understand that I must make immediate interim arrangements to provide necessary destination services on a temporary basis with another DOD-approved agent located in the PPSO's area of responsibility. I will have a total of 45 days to execute a new agency agreement. If I have not obtained a new agent and/or corrected the deficiency causing the agent's disqualification within the 45-day period, HQMIMC will place my company in traffic denial or withdraw my approval between CONUS and the controlled country, if so determined, and will advise the PPSO concerned to return my LOI.

11. Performance Bond. I agree to submit an annual performance bond due 1 March of each year, effective 1 April through 31 March of the following year, issued by a Surety Company listed in Treasury Department Circular 570. The amount of said bond will be no less than \$100,000 or 2.5%, whichever is greater, of the carriers (principal) gross annual revenue derived from DOD ITGBL shipments the preceding calendar year.

*12. Questionnaire-Outline of Financial and Administrative Control and service Organization Certificate. For ITGBL approval, I will provide the HQMIMC, ATTN: MTOP-QQ the Questionnaire-Outline of Financial and Administrative Control (Figure A-4) . The Questionnaire-Outline of Financial and Administrative Control will be provided to me by the HQMIMC, for completion upon request for ITGBL approval and, once approved, updated subsequently upon request.

II. Mutual Agreement/Understanding.

A. GENERAL.

13. Service. I will perform prudent traffic management to provide service in accordance with the provision of this tender.

14. Through Responsibility.

a. All shipments tendered to me will be moved under my origin to destination, including interline agreement with duly certified and/or approved carriers who are participants in this tender.

b. As part of my through responsibility, I understand that if through my fault or that of my agent, I ship the wrong property or all or a portion of a shipment is sent to the wrong destination, I will be responsible for the return of the erroneous shipment and movement of the correct property to the member's destination at my expense. Movement will be by an expedited method if the member is in need of the property. I will coordinate member need and method of movement with the destination PPSO prior to shipment.

c. I understand that I will not be liable for movement costs for shipments released in error by a contractor, PPSO, inner or owner's agent.

d. Further, if I am unable to perform in such a manner as to complete the through movement of a shipment in a timely manner, the government may take possession of the property and complete movement. I understand that I will be liable for all additional costs incurred by the Government which are excess to those costs which would have been incurred by me or my agent if I had maintained total through movement of the shipment.

15. Linehaul Transfer. The physical transfer of individual shipments from one linehaul vehicle to another will be held to a minimum.

16. Interline Agreement.

a. I agree that an interline agreement will not be used except upon approval by MIMC. The interline agreement is issued in the name of, and addressed to, the carrier submitting the agreement as the primary carrier. Other carriers named in the title page are carriers with which I am, as the primary carrier, approved to interline for furtherance of the through movement of a shipment.

b. I agree, in the event I find it necessary to enter into an interline arrangement due to the limits of my scope of operating authority, to use only those carriers approved by MIMC.

c. I agree to apprise the participating carriers of their responsibility to fulfill the requirements of this Tender of Service.

*d. I agree that the interline arrangement is subject to the provisions of this Tender of Service.

17. Use of an Alternate Carrier. When I accept a shipment and find because of unavoidable circumstances I am unable to physically transport the shipment, I may, upon approval of the origin PPSO, arrange with another DOD-approved carrier to perform the required services. In such case, I will inform the PPSO of the name of the carrier to whom the shipment has been transferred. I will continue to be shown on the Personal Property Government Bill of Lading (PPGBL) as the initial carrier and will accept through responsibility from time of pickup at origin to delivery at destination.

18. Report of Shipments on Hand. I agree to have my origin agent provide the origin PPSO, on Monday of each week (on following day if Monday is a holiday), a report of all my shipments (except shipments in Storage in Transit) on hand which were picked up before the previous Wednesday. The report will reflect the date, the member's name, the PPGBL numbers, pickup date, carrier code, and RDD. Negative reports are not required.

19. Pickup at or Delivery to a Military Terminal. When I have been notified that an entire shipment is available for pickup at a military terminal (air or surface), I will pick up the shipment as soon as possible, but not later than 1 workday for military air terminals and not later than 5 workdays for military water terminals from date of receipt of notification. If the shipment is not removed within that period, the terminal pas has the option of charging storage in accordance with the rate tender beginning on the second or sixth day, as appropriate, and/or terminating the PPGBL and issuing a new PPGBL for onward movement by the same or a different mode/method of transportation. Upon delivery of a shipment to a military air or ocean terminal, I agree to provide the terminal pas with a memorandum copy of the PPGBL describing the shipment.

20. Weight of Shipments.

a. Household Goods and Unaccompanied Baggage.

(1) Household Goods. I will invoice for the net weight of the shipment described on the PPGBL. The net weight for all codes of service will consist of actual goods, including professional books, papers, and equipment, plus wooden crates, (when approved by the origin PPSO), cartons, barrels, fiber drums, and wardrobes used to pack linens, kooks, bedding, mattresses, lampshades, draperies, glassware, chinaware, brie-a-bmc, table lamp bases, kitchenware, and other fragile articles and the necessary wrapping, packing, and filler material incident thereto.

(2) Unaccompanied Baggage. I will invoice for the gross weight of the shipment described on the PPGBL.

b. In determining net weight for containerized shipments (Codes 2, 4, 5, 6, and T), the difference between the tare weight of the empty container and the gross weight of the packed container will be the net weight billed.

c. The weight of each shipment will be determined in the manner prescribed by the Interstate Commerce Commission (ICC). (Exception: For intrastate movements, when the State or district regulation is in conflict with the ICC provisions, the State or district regulations will apply.)

d. If authorized by the PPSO, I may use Government scales to determine the gross, tare, and net weight of shipments not originating on Government installations. When requested by PPSOs, Government scales will be used to weigh or reweigh shipments originating or terminating at Government installations * such scales are available.

e. When professional kooks, papers, and equipment (PBP&E) are included as part of the ship-m-t, the weight of such articles will be annotated separately on the PPGBL; weight may be obtained using bathroom or platform-type scales. In the event scales are not readily available, a constructive weight of 40 pounds per cubic foot may be used for professional books and papers and equipment. When a constructive weight is used for PBP&E, the symbol (C) will be inserted by the carrier/agent after the weight to indicate a constructed weight was used.

f. Shipments may be weighed on certified platform or warehouse scale prior to loading for transportation or subsequent to unloading.

g. I agree to reweigh a shipment upon request of the origin or destination PPSO and further agree to mail the destination PPSO a legible copy of the weight ticket as soon as possible, but not later than 14 workdays after the reweighing has been performed. If a reweigh is required, shipment will be reweighed, whenever possible, &fore being placed in SIT.

h. When a shipment is reweighed and the weight recorded is less than the net or gross weight, whichever is applicable, secured at the initial weighing, I agree to invoice the Government on the lower of the two net or gross weights at the time of initial submissions of SF 1113 (Public Voucher for Transportation Charges) . In the event the reweigh information is not available at the time of my initial submission, I will adjust supplemental billings to reflect the reduced charges or voluntarily submit a refund based upon the new weight obtained.

21. Storage-in-Transit (SIT). SIT at origin or delivery into storage at destination will be made only after approval of the responsible PPSO/PPSO's designated representative. I will assume full responsibility for arranging for placement of the shipment in a DOD-approved storage facility. I will indicate the net or gross weight, whichever is applicable, for each shipment from SIT on the DD Form 619 (Statement of Accessorial Services Performed) .

22. Termination of Shipment. A shipment may be terminated at any time deemed appropriate by the PPSO. Such termination will not constitute a diversion. The point of termination will become the destination point, and all rates and charges will be computed accordingly.

23. Statement of Accessorial services Performed (DD Form 619). A DD Form 619, itemizing accessorial services performed, will be prepared by my representative and the member or agent when such services are required and separately charged. Each household appliance serviced will be identified to show the make, model, or the name of the manufacturer. All entries for appliances serviced by a third party will be supported by an invoice stating the type of service performed. No accessorial services will be billed when such services are included in single factor rates.

24. Removal of Property from Facilities Disapproved by PPSO. When my facilities or the facilities of my agent are disapproved for further use, and it is considered necessary by the PPSO to remove the personal property to prevent damage or contamination, I will immediately remove the property to a DOD-approved warehouse. The costs of such removal will be no expense to the Government or the member.

25. Tracing Shipments.

a. I shall trace a shipment upon request from an PPSO or the property owner and agree to acknowledge such request and make a prompt report to the requester as to the location of the shipment within 24 hours for domestic shipments and 120 hours for international shipments.

b. I shall take action to trace when a loose household goods shipment is placed into SIT and inventoried" items are found to be missing with no annotation on the PPGBL or inventory to explain the shortage.

c. I shall take action to trace the missing container(s) when a containerized shipment is placed into SIT and container(s) are found to be missing with no annotation on the PPGBL or inventory to explain the shortage.

*26. Intransit Visibility Service. When requested by HQMIMC, I will provide intransit visibility services (ITV) on a specified shipment or series of shipments. ITV service is defined as monitoring and reporting movement progress of shipment(s) through various transit points, such as: departure from origin agent; arrival at destination; movement from origin port to destination port; destination port to final destination. Reports, containing specific data in the format requested, i.e., member's name, rank, SSN, branch of service, PPGBL number, origin/destination GBLOC, code of service, RDD, pieces/weight cube, present location of shipment, projected movement date, etc., will be submitted to HQMIMC, ATIN: MTOP-QQ. Payment for ITV service will be in accordance with the applicable rate solicitation. This service may be billed on a SF 1113 to the appropriate finance office. A copy of the HQMIMC directive requesting the ITV service must accompany the SF 1113. I understand this item is not applicable to HQMIMC requests for listing of shipments frustrated intransit by a carrier ceasing operations because of bankruptcy, financial problems, or similar situations.

*27. Carrier Liability. My legal liability for loss and damage to goods will be set forth in my applicable tariff/rate tender and Section 11707 of the Interstate Commerce Act (49 USC 11707) limited to the released valuation set forth in my tariff/rate tender on file with MIMC.

*28. Loss or Damage. I will exercise care to prevent loss or damage of personal property in the process of packing and will properly and amply protect personal property in my possession.

***29. Loss or Damage/Inconvenience Claims.**

a. Claims for Loss or Damage. I agree to acknowledge receipt of "Letter of Demand on Carrier" filed against me within 10 days after its receipt and to pay, decline, or make a firm settlement offer in writing to the claimant within 120 days after receipt thereof. If denial of any claim is based on an exception sheet (see paragraph 54 herein), such will be provided the claimant along with any other evidence pertaining to the value of the claim. If the claim is not settled within the 120-day period, I will, at that time and at the expiration of each succeeding 30-day period while the claim remains pending, advise the claimant in writing of the status of the claim and the reasons for delay in making final disposition. I will report to the origin PPSO the final action taken, including date and total amount of the settlement.

b. Inconvenience Claims

(1) I hereby reaffirm that it is my responsibility to pick up and deliver personal property shipments on the agreed dates. My failure to do so can cause serious inconvenience to the member and the member's family and can result in the expenditure of funds by the member for lodging, food, and the rental/purchase of household necessities. I am not responsible for delays caused by reasons beyond my control; i.e., act of God, act of the public enemy, act of the public authority, and mob interference. I agree that equipment failure, actions by underlying carriers and/or agents, and illness of or error by persons in my employ or the employ of my agents are not considered beyond my control.

(2) I agree to acknowledge receipt of inconvenience claims filed by the member within 15 calendar days of the date of submission. I further agree to review each such claim on a case-by-case basis and, based on the circumstances of each case, pay, decline, or make a firm settlement offer in writing to the claimant within 45 calendar days of the date of submission. I will report to the destination PPSO the final action taken, including the date and the total amount of settlement.

*30 . Inspection by PPSOs The services and manner of handling personal property are subject to inspection and acceptance by the PPSO or PPSO's authorized representative.

*31 . Billing Procedures. For services rendered, I agree to bill the appropriate Military Service finance office responsible for payment of the transportation charges in accordance with procedures disseminated by the commander, MIMC. For shipments that are diverted or reconsigned in accordance with applicable rate tariff /tender, I agree to submit with the SF 1113, Public Voucher for Transportation Charges, the original Diversion Certificate, signed by the requesting PPSO, authenticating the diversion or reconsignment. Valuation charges will be identified separately from all other charges on billing documents. All billing must be supported by appropriate documents as indicated in Figure A-8.

*32. Substitute Documents in Lieu of Lost Personal Property Government Bill of Lading (SF 1.203). If the original PPGBL is lost or destroyed, I shall forward the freight waybill original (SF 1205) to the appropriate finance center for payment. Duplicate or reproduced copies of SF 1205 are not acceptable. If both the original PPGBL, SF 1203 and the freight waybill, SF 1205, are lost, I shall request and be provided a certified true copy of the issuing offices Memorandum Copy, SF 1203A, for use as a substitute billing document. If the original PPGBL is located and made available to me before settlement is made, I shall return the memorandum copy to the issuing office. If the original PPGBL is found after settlement, I shall forward the bill to the appropriate issuing office for proper voiding.

*33 . Strikes Port Congestion, Fires, Pilferage, Vandalism, and Similar Incidents.

*a. In the event of incidents of major significance which produce significant loss, damage or delay resulting from strikes, port congestion, fires, pilferage, vandalism, and similar incidents, I will notify the destination PPSO and the appropriate MIMC area command and/or MIMCPAC-PP/MTEEU- ITT-P by electrical transmission (TWX or TELEX) of the incident not later than the first working day upon discovery. If the incident occurred en route to final destination, I will notify the PPSO responsible for the area where the incident occurred in addition to the destination PPSO. A copy of the electrical transmission will also be promptly mailed to the origin PPSO. In addition, I will provide the following information within 5 working days after the incident or discovery thereof, by electrical transmission (TWX or TELEX) or mailgram to the appropriate MIMC area command and/or MIMCPAC-PP/MTEEU- ITT-P, with a copy to the HQMIMC, ATIN: MTOP-O, Falls Church, VA 22041-5050, the origin and destination- PPSO and, when applicable, the PPSO responsible for the area where incident occurred.

(1) Type of incident.

(2) Location of incident.

(3) Last name, first name, MI, grade, service, and SSN of shipper.

(4) PPGBL n* and date issued.

(5) Code of service.

(6) Origin PPSO.

(7) Destination PPSO.

(8) Date shipment received by carriers.

(9) Required delivery date (RDD) .

(10) Date and time of incident or discovery thereof.

(11) Amount of loss and extent of damage.

(12) Current status of shipment (s), including new ETA.

(13) Name of vessel or flight and tail number of aircraft (if applicable).

(14) Location of the shipment (s) (i. e., port and pier location) and date vessel arrived or warehouse location or air terminal, plus the container owner's name and serial number of sea container, if applicable.

*b. I will furnish addressees in paragraph 33. a., above, reports of significant changes in the status of shipments, as they occur, by electrical transmission (TWX or TELETYPE) or mailgram. An after action report which provides a final assessment of the loss or damage incurred, the delays encountered, and the final disposition of the personal property shipments involved may be roiled to addressees in paragraph 33. a., above.

B. INTERNATIONAL.

*34. Overseas Shipments. I agree to:

a. Utilize aircraft of United States registry.

*b. Request permission from Headquarters, Air Mobility Command (AK) , ATIN: XCN, Scott AFB, Illinois 62225.-5001, commercial telephone (618) 256-4593, facsimile commercial (618) 256-2804, to use aircraft of foreign registry when I determine that the use of an air carrier of United States registry is not available and I have fully complied with provisions of the Fly American Act. If any segment of the intended routing involves use of a foreign flag carrier, a justification certificate with a valid AMC control number is required. Approval will be obtained prior to booking of shipment with the air carrier. The request for authorization to use a foreign flag carrier will be accomplished and submitted to HQ AMC by electronic means (message or facsimile) within not more than 10 calendar days of pickup, but, in any case, no later than 2 full working days prior to booking of the shipment with the foreign flag carrier. The electronic transmission will consist of the following:

Justification Certificate for Use of Foreign Flag Carrier (figure A-5) and a copy of the personal property Government bill of lading (PPGBL) for shipments to or from controlled rate areas; or Justification Certificate for use of Foreign Flag Carrier and a copy of the MIMC award message if shipment is for a one-time-only (OTO) movement to or from an uncontrolled rate area. Upon review and concurrence/nonconcurrence, HQ AMC will respond by similar electronic means to the carrier within 2 full working days of the receipt of the carrier's request. A copy of this authorization will be provided by AMC to the HQMIMC, ATTN : MIOP-T-NI .

AMC routing policy.' The following principles shall be followed in determining the availability of United States flag air carriers: (a) The first or last leg from and to the United States shall be by a US flag carrier. (b) United States flag air carrier service available at the point of origin shall be used to destination or, in the absence of direct or through service, to the furthest point on a commonly used air route. (c) " When an origin or interchange point is not serviced by the United States air carrier, foreign flag air carrier service shall be used only to the nearest interchange point on a commonly used air route to connect with United States flag air carrier service.

c. Utilize ships of United States registry for the ocean portion of overseas shipments and book shipments for container or below-deck storage.

*d. Submit my request to the cognizant Military Sealift Command (MSC) area or subarea command to use a vessel of foreign registry when I determine that the use of an ocean vessel of United States registry will not provide the required service. This authority will be granted only when United States flag shipping is not available and the use of foreign flag shipping is necessary to meet the delivery requirements that I will certify in writing. When the request and authorization from MSC for use of foreign flag shipping is accomplished by electrical means, I will subsequently prepare a Justification Certificate for Use of Foreign Flag Vessel (Figure A-6) and submit the completed certificate to the cognizant MSC area or subarea command for accomplishment by the authorizing officer. Authorization by MSC will be confirmed in writing on the form of the Justification Certificate for Use of Foreign Flag Vessel.

*e. Submit the justification certificate signed by AMC or MSC, with SF 1113 (Public Voucher for Transportation Charges) , when use of foreign flag aircraft or vessel is approved by AMC or MSC and used for the air/ocean segment of the movement. Certificates that do not have a AMC or MSC certification will cause the SF 1113 to be returned by the Defense Finance and Accounting Service (DFAS) to the carrier for correction. Payment requires a properly completed justification certificate. For AMC, a valid AMC control number is required on the justification certificate. Additionally, when the ocean rate or air rate increases or decreases due to the use of foreign flag aircraft or vessel, I will adjust billing in the Government's or my favor to reflect the difference between foreign flag vessel or aircraft rate and ocean segment rate used in computing the single factor transportation rate on file at HQMIMC. The adjustment will be based on the ocean/air/freight bill and certification of ocean/air/freight charges submitted with PP&BL for payment.

*f. Ensure all shipping and billing documentation, including agent/port agent/NVOCC freight bills, ocean bills of lading, rated bills of lading, and billing documentation, identify DOD-sponsored personal property shipments with the following description, as appropriate: DOD-Sponsored

Household Goods; DOD-Sponsored Unaccompanied Baggage; DOD Personal Effects; or DOD-Sponsored Mobile Home with personal effects as indicated on the inventory. The PPGBL issued by a PPSO is for the movement of DOD-Sponsored personal property shipments, therefore, the description "DOD-Sponsored" is to be included on all carrier documentation. For POVs, show the property classification, NMFC/UFC number, and DOD-Sponsored POV.

***35. General Average/Salve.** On ocean shipments, in addition to my tariff/rate tender liability, I assume full liability for and will pay all contributions in general average or salvage assessed against personal property and will provide bonds or make arrangements for the prompt release of the shipments from any maritime lien arising therefrom.

***36. Customs clearance.** I will arrange all customs clearance and other related services that pertain to and influence the movement of personal property (gun control, quarantine, pest infestation, etc.) and will comply with all DOD, foreign, and domestic regulations in connection therewith.

III . Service Requirements .

A. GENERAL.

***37. Storage-in-Transit.** In addition to the packing requirements contained in this tender for preparing personal property for transportation, when a shipment is placed in storage-in-transit (SIT) in CONUS, I agree to the following :

***a. Storage.** When a shipment is placed into SIT, the warehouseman shall have until the close of business of the third (3rd) working day following the date the SIT control number is issued to complete the handling-in services. Personal property shall be stored on skids, dunnage, pallet bases, elevated platforms, or similar storage aids maintaining a minimum of at least two (2) inches clearance from the floor to the bottom portion of the stored property. This elevation requirement shall apply after three (3) day handling-in period. Items waiting for the completion of handling-in services shall be protected at all times. In addition, the property shall not be stored in contact with exterior walls. Trash cans, extension ladders, lawn mowers, TV antennas, swing sets, and other like items are excluded from this requirement.

b. Shipping Containers. The contents of containerized shipments will not be removed from containers when placed in SIT.

c. Identification. All lots of loose household goods, Code 1, NTS lots, and noncontainerized household and unaccompanied baggage shipments shall be properly identified. Proper identification shall consist of member's name, PPGBL number, and SIT control number. Such identification shall be in plain view on each lot. Household goods (Codes 4, 5, and T) and unaccompanied baggage (Codes 7, 8, and J) are exempt from this requirement. However, containers for these codes shall be stored with pertinent information already on the container in plain view.

d. Rugs and Carpets. Rugs and carpets will be stored on racks in a horizontal position without folding any portion of the rug, carpet or padding.

e. Upholstered or Overstuffed Furniture

(1) Items stored loose on racks will be placed in an upright (normal) position and covered or protected against dust. No boxes, cartons, or other items will be placed upon this type furniture.

(2) When items are placed in individual room storage or when containers are employed for warehouse storage, they will have protection, padding, blocking, and bracing to preclude damage from any pressure against the upholstery, including pressure from its own weight as well as from conditions external to the container.

*38 . Unloading and Unpacking at Destination. Unloading at destination will include the one-time laying of rugs and the one-time placement of furniture and like items in the appropriate room of the dwelling or a room designated by the property owner. All articles disassembled by the carrier or originating from nontemporary storage will be reassembled. On a one-time basis, all barrels, boxes, cartons, and/or crates will be unpacked and the contents will be placed in a room designated by the property owner. This includes placement of articles in cabinets, cupboards, or on shelving in the kitchen when convenient and consistent with safety of the article (s) and proximity of the area desired by the owner, but does not include arranging the articles in a manner desired by the owner. The unpacking service and removal of debris will be performed at the time the goods are delivered to the residence unless specifically waived in writing by the member or member's agent. The waiver will be held in my files for further reference.

*39 . Recording Damage or Loss. I shall record damage/loss revealed while unloading and/or packing. When unloading and/or unpacking articles at the destination residence, I shall, in coordination with the member or his agent, inspect each article for damage and check the inventory against possible loss of or damage to articles. A record will be made of any difference in count and condition from that shown on the inventory prepared at origin, and such record will be jointly signed by my representative and the member or the member's authorized agent. Such record or count and condition will be indicated on the inventory form and DD Form 1840/1840R, as applicable, and copies will be furnished to the member or the member's authorized agent. In case of missing items, tracer action will be initiated immediately and the PPSO and member will be advised in writing of the results within 30 days from the date of delivery of the shipment. Every effort will be made to locate missing articles/items before recommending the submission of a claim by the member. I agree, provided claims action has not been initiated, to forward to the member by expedited means missing articles/items when located, at no additional cost to the Government or the member. In the event articles/items are located subsequent to claims action by the member and/or the Government, I shall hold the articles/items at the point of location, notify the destination PPSO, and await disposition instructions. When articles/items are returned to the member, any claims which have been paid in favor of the member, shall be readjusted in my favor.

*40 . Claims for Additional damages. I agree that claims for additional transportation or additional accessorial charges over and above those originally assessed by me and paid for by the Government will be presented first to the disbursing office of the military agency which paid the original bill. The claims will contain a full explanation as to the reasons why they are being presented and state specifically the amount claimed thereon. Disputes arising

out of such undercharge claims or overcharge claims by the Government against me, not otherwise settled to the satisfaction of either party, will be made the subject of correspondence directly between my company and the MIMC or the General Services Administration (GSA) or both, or will be the subject of a discussion between the above stated parties within 60 days after either party makes such a request. The purpose of such discussion is to permit the parties to the contract to reach an amicable settlement of the dispute without either party having to resort to litigation, and, if possible, to resolve the matter for the future. The failure of the parties to reach an agreement or eliminate the dispute under the above procedure will in no way preclude either party from subsequently exercising the legal and administrative remedies otherwise available to it, providing that no suit filed by me will be prosecuted to trial &fore exhaustion of the administrative remedies described above.

*41 . Containers. I agree to use containers which meet specifications as follows:

a. Through Government Bill of Lading Household Goods (Domestic/International).

(1) All household goods containers used by my company have been constructed to the specifications of the container tested in accordance with MIL-STD 1489, "Performance Testing of Commercially Owned Household Goods Containers." Containers which are constructed so as to require a sealant/caulking material to be applied to the joints and &or(s), to ensure watertightness, will be appropriately sealed/caulked before each shipment with a material that when subjected to varying climatic temperatures will not stain or otherwise damage the contents of the shipment.

(2) Overflow Boxes (Containerized Shipments). Overflow containers shall be limited to use for those items over and above that which can be packed into a PPP-B-580, "Box, Wood, Household Goods" or MIMC Pamphlet 55-12, "Commercial Containers for Department of Defense Household Goods Shipment" container. The overflow container normally is of a lesser size than a PPP-B-580 or MIMC Pamphlet 55-12 and must be limited to one per shipment.

(a) Wooden. Overflow boxes will be constructed in accordance with Federal Specification PPP-B-601, "Boxes, Wood, Cleated-Plywood", Style A or B and will be caulked during assembly.

(b) Fiberboard. When fiberboard containers are used, they must, as a minimum, meet requirements of Federal Specification PPP-B-640, "Boxes, Fiberboard, Corrugated, Triple-Wall" and be of a weather resistant class. Fiberboard containers which exceed a gross of 15 cubic feet and 300 pounds must be secured to a four-way entry wooden pallet. Fiberboard containers, unless specifically approved, shall not exceed 96 cubic feet.

(3) Double-wall cartons meeting Federal Specification PPP-B-1364 and triple-wall cartons meeting Federal Specification PPP-B-640 are authorized as interior packing containers on domestic household goods shipments when prior approval is provided by the PPSO.

b. Unaccompanied Baggage.

(1) Domestic. Box fiberboard--Federal Specification PPP-B-636; or box corrugated, fiberboard, triple-wall --Federal Specification

PPP-B-640 Class 2, Style E; or box corrugated, fiberboard, high strength weather resistant, double wall --Federal Specification PPP-B-1364.

(2) Overseas. Box wood, cleated plywood--Federal Specification PPP-B-601, Style A; or box corrugated fiberboard, triple wall--Federal Specification PPP-B-640, Class 2, Style E; or box corrugated, fiberboard, high-strength weather resistant, double-wall (Style RSC or OSC) --Federal Specification PPP-B-1364B, or box wood, household goods--Federal Specification PPP-B-580.

c. Shipments under my control held at terminal facilities awaiting transportation will be placed in a covered area which will provide complete protection from the elements.

d. Containers will be marked pursuant to MIMC instructions. Marks not applicable to current shipment will be permanently obliterated before the container's arrival for packing at the shipper's residence.

e. All household goods shipping containers moving in line-haul service by flat-bed equipment will be covered with a waterproof tarpaulin or other material providing equal protection and will cover the cargo on top and sides down to the vehicle bed and all surfaces of the overhang. Containers moving in local pickup or delivery service will be similarly covered when local weather conditions dictate. In any event, such protective covering will be available in local pickup or delivery service.

f. When a shipment is moved via flat-bed type vehicle, the containers will be loaded in an upright position and will not protrude beyond the rear edge of the vehicle bed surface more than 12 inches (no protrusion for the sides and front). In all cases of rear overhang, the container must be resting on the weight-bearing surface of the skid.

g. Containers/overflow boxes, when used in door-to-door service, will be packed and stuffed at origin residence unless specific exception is authorized by the responsible PPSO. For the authorized receptions, such items will be listed on the inventory and will be annotated that items will be containerized at the warehouse.

h. All POFs must be placed in the number 1 external shipping container positioned so that they are readily accessible for examination by customs when required. Under no circumstances will the carrier be permitted to remove the POF to the warehouse or other facility for placement in shipping containers.

Iv. Performance Requirements.

A. GENERAL.

*42 - Pickup and Delivery Dates.

a.. When a shipment is accepted at origin, I agree to meet the specified pickup date and shall deliver the shipment on or before the RDD as stated on the PPGBL, unless otherwise directed by the responsible PPSO. This type service (RDD) will not be construed as expedited service unless so stated

on the PPGBL. Pickup may be performed by the carrier's local agent with transfer to line-haul van at the carrier's origin terminal facility. Shipments will not be scheduled by the carrier or the PPSO for pickup or delivery on Saturdays, Sundays, or U.S. holidays unless there is a mutual agreement between the member, the PPSO, and the carrier. The origin PPSO will not establish an RDD on Saturdays, Sundays, or U.S. holidays. I agree that I will not begin pickup or delivery at the member's residence before 0800 hours or after 1700 hours without prior approval of the PPSO or the member. I further agree that I will not begin any service that will not allow completion by 2100 hours again without prior approval of the PPSO or the member.

b. Premove survey.

(1) I agree to perform residence premove surveys on domestic shipments estimated at 4,700 pounds or more, and/or international shipments estimated at 3,200 pounds or more, at origin points within a 50-mile radius of my nearest agent facility. I understand that this requirement will apply to only those shipments on which I am provided a minimum of 5 working days advance notice of the pickup date requirement. I further understand the PPSO may waive this requirement if a premove survey is not requested by the property writer and/or if the PPSO determines this service to be unnecessary or impractical.

(2) I agree that telephone contact premove surveys will be made, as a minimum, for shipments of lesser weights than indicated above or for shipments with origin points exceeding 50 miles of my nearest facility.

c. I agree, upon receipt of the three copies of the Transportation Control and Movement Document (TCMD) from the origin shipping office, to fill in blocks 22, 23, and 24 with the actual pieces, weight, and cube data. If for some reason obtaining actual data will delay transmission of TCMD's beyond the specified transmission time frames, an estimated weight and cube data is authorized on shipments from commercial vendors and personal property shipments. When estimated data are used, the pieces field must be annotated with "EEEE". Upon providing this actual or estimated information to the origin shipping office, I agree not to move the shipment until a release is issued by the origin shipping office. Upon receiving the release, I will place one copy of the TCMD in a waterproof pouch (marked for the outloading air and water terminal) on the number one container, present a copy to the receiving office at the air or water terminal and retain a copy for my own use.

d. I agree to notify the destination PPSO of the arrival of containerized shipments within 1 workday after arrival at my agent's facilities. In addition, I will effect delivery-out services as follows:

(1) For shipments which arrive before the RDD, I agree to deliver to the member or member's agent by the RDD.

(2) For those shipments which arrive after the RDD, I agree to deliver in accordance with the PPSO's instructions within 2 workdays after notification to the PPSO of the shipments' arrival.

e. When I knew for any reason it will be impossible for me to have the shipment at destination on or before the RDD, I will notify both the origin and destination PPSOs at the earliest practicable time, advising the last known location of the shipment and furnishing an estimate of the delay expected beyond

the RDD . The medium of communication to be utilized in notifying the PPSO will ensure that the notification reaches the destination PPSO before expiration of the RDD . As a minimum, the following information will be provided:

- (1) Last name, first name, grade of the member.
- (2) Origin and destination of the shipment.
- (3) RDD.
- (4) Last known location of the shipment and new ETA.

f. When a shipment arrives at destination on a normal workday, I agree to notify the PPSO before delivery/attempted delivery of household goods to the residence in accordance with the instructions specified on the PPGBL. In the event the shipment arrives at the destination on a weekend or holiday, I may contact the member to ascertain if delivery can be made. If the member can accept the shipment, I will obtain approval of the destination PPSO or staff duty officer or, in the case of an Air Force installation, the transportation duty officer, and will advise the PPSO of delivery on the next workday. In the event delivery cannot be accomplished, I agree that only the Government -approved storage facility receiving the shipment for SIT will request approval for SIT.

g. When a ship-rent is scheduled for pickup from the residence or for delivery out of SIT to the residence, I agree to provide information on the afternoon preceding scheduled pickup as to whether the service will be performed in the morning (0800 to 1200) or in the afternoon (1200-1700) of the following day. This data will be based upon the best information available and will be provided upon telephone request of either the PPSO or the member. This provision does not apply when direct delivery was authorized by the origin PPSO or when delivery can be arranged upon arrival of the line-hail van in the destination area.

*43 . Preparation of 2k-titles .

a. All articles having surfaces liable to damage by scratching, marring, soiling, or chafing will be wrapped at time of loading at residence in textile or paper furniture pads, covers (other than burlap) , or other acceptable wrapping materials. When storage of these articles is necessary, they will be afforded the same protection against damage.

b. Items of unusual nature such as, but not limited to, shrinks, wall units, water beds, grandfather clocks, hot tubs, pool tables, pipe organs and satellite dishes may require special service by a third party. This third party service (to include disassembly/assembly) will be approved by the PPSO. Payment for the services of a third party will be in accordance with the applicable rate solicitation.

c. I agree to disassemble at point of origin all items of personal property which, in the judgment of the carrier, require disassembly to ensure safe delivery at destination, except swing sets, other playground equipment, television and radio antennas, and similar articles. Items disassembled by the carrier will be shown in the remarks section of the household goods descriptive inventory form as disassemble by carrier (CD) . Items disassembled by the member will be shown in the remarks section as disassembled by owner (DBO) .

Carrier laker charges or third party service for the disassembly/assembly will be approved by the PPSO.

d. All nuts, bolts, screws, small hardware, and other fasteners removed from articles by the carrier in the preparation for shipment will be placed in a cloth bag, or similar durable container, and securely attached to the article from which removed.

e. Legs or other articles removed from furniture will be properly wrapped, bundled together, and identified, e.g. , dining room table legs, six each, and listed as a separate item on the inventory.

f. I am not required to remove/place property from/in an attic, crawl space or similar storage area and am not required to go into areas that:

- are not accessible by a permanent stairway (does not include ladders of any type) ;

- are not adequately lighted;

- do not have a finished floor; or

- do not allow a person to stand erect

***44. Packing Requirements**

*a. Packing. All packing will be accomplished in accordance with provisions of this section. The carrier is liable and responsible for all packing. The carrier has the responsibility to inspect all prepacked goods to ascertain the contents, condition of the contents, and that only articles not otherwise prohibited by the carrier's tariff/tender are contained in the shipment. Furthermore, when it is determined by the carrier that goods require repacking, such packing will be performed by the carrier. In all cases, the inventory will reflect carrier packed (CP) with the carrier entitled to bill for the total charges for each container on the inventory subject to the limitations of MAXPAK. (Repacking of shipments being released from basic ordering agreement storage contractor's facilities will be in accordance with Chapter 5, Paragraph 5005, subparagraph i., DOD 4500. 34-R) .

b. Materials. All materials referred to in this chapter shall be new or in sound condition. The use of damp, wet, or unclean packing materials is prohibited. If the material is not new, all marks pertaining to any previous shipment will be completely obliterated, and all material will be free of any substance injurious to the articles being packed or to the owner. New material must be used for packaging mattresses, box springs, linens, bedding, and clothing. Cubic measurements will be indicated in a conspicuous location on all carrier-packed containers.

c. Boxes. Wood or fiberboard boxes used will be as follows: Wood cleated fiberboard, wood cleated plywood, nailed wood, corrugated fiber, or solid fiber boxes. Boxes may be made of lumber, plywood, or solid fiber and will be well manufactured and free from imperfections which may affect their utility. Size and spacing of nails will be in accordance with the best commercial practice. All unchallenged nails will be either cement-coated or chemically etched.

d. Cartons. Cartons of solid or corrugated fiberboard may be used for packing linens, books, bedding, lampshades, draperies, or other similar articles. After packing, cartons must be glued or sealed by taping lengthwise at the joint on top and bottom. The sidewalls and ends of the corrugated or solid fiber cartons will be of a minimum average bursting strength of 200 pounds per square inch. The inside dimensions of the carton, length, width, and depth totaled, will not exceed 75 inches, with a weight limitation of 65 pounds. All corrugated and fiberboard cartons shall be stamped with a manufacturer's certificate indicating name of manufacturer, bursting strength, minimum combined weight of facings, size limit, gross weight limit, and information indicating type of carton (single wall, double wall, etc.). Cartons lacking a certification are not authorized for use on personal property shipments. Egg crates, fruit or vegetable crates, tea crates, and similar-type boxes will not be used. Wooden crates may be used instead of cartons when the PPSO determines that their use is necessary to assure protection and safe transportation of the articles.

e. Barrels, Fiber Drums, and Cartons. Wood barrels, fiber drums, or cartons with a capacity of not less than 5 cubic feet (not applicable under all inclusive rates) are to be used for packing glassware, chinaware, bric-a-brac, table lamp bases, and other fragile articles. When packing of fragile items has been completed and space is left in a dish pack, such space may be used for packing other light items. These containers will not contain more than 120 pounds and will have a sidewall bursting strength of a minimum average of 350 pounds per square inch. Corrugated containers may be used instead of barrel or drum-type containers. The sidewalls and ends of the containers will be of a minimum bursting strength of 350 pounds per square inch. Not more than 120 pounds of material will be packed therein. The sum of the interior horizontal and vertical girths will be not less than 157 inches for wooden barrels, fiber drums, or other drum-type containers. The cube of corrugated containers will be determined by actual measurements. All barrels or fiber drums will be securely headed and marked "This End Up."

f. Filler Material. Good quality wood excelsior pads, wood wool excelsior pads, shredded paper pads, cellulosic (bubble pack, etc.) cushioning material, fiberboard, corrugated fiberboard, unicellular polypropylene foam, unprinted newsprint, or kraft paper will be used as a filler.

g. Padding. New and good quality used wood excelsior pads, unicellular polypropylene foam, shredded paper pads, or other equally suitable material will be used when required.

h. Wrapping. Wrapping paper or unicellular polypropylene foam will be new, clean, and appropriate for the purposes intended. Each item of silverware, silver ornamentation, or brass that is not coated to prevent tarnishing will be completely wrapped in unicellular polypropylene foam or nontarnish tissue paper.

i. Paper, Waxed or Treated. All waxed paper used will be manila wax or equivalent. Treated paper may be used if it is "butcher" type paper.

j. Unicellular Polypropylene Foam. All unicellular polypropylene foam wrapping material will be new, clean, and will conform to Federal Specification PPP-C-1797.

*45 . Manner of Packing.

*a. **All** packing by the carrier will be performed in a manner requiring the least cubic measurement, producing packages that will withstand normal movement without damage to container or contents, and at a minimum of weight. Further, the number and weight of containers will not be greater than necessary to accomplish efficient movement. At the property owner's request, articles such as stereo type equipment will be packed in original containers by the carrier, when furnished by the owner, provided the containers are considered in good condition for shipping purposes. When original cartons are used, provisions, as indicated in para 44d, above do not apply.

b. Books. Books will be placed in cartons. All books of similar size will be inserted between rows and packed tightly, wedged with pads or paper if necessary to fill out the carton and prevent chafing. Books normally will be packed not more than 2 rows high in a carton.

c. Chinaware, Glassware, Crockery, Lamps, Clocks, Jardinieres, Statuary, Vases, and Bric-a-brac. Use of clean type or other modern method (not requiring the use of excelsior or shredded paper) of packing is required for the packing of glassware, chinaware, bric-a-brac, table lamp bases, and other fragile articles.

d. Electrical Equipment -Stereo Components, Fans, Heaters, Portable Stoves, Sunlamps, and Like Items. When necessary to protect electrical equipment for safe transportation or SIT, such equipment will be completely wrapped in paper or unicellular polypropylene foam and packed in a carton with enough padding to provide insulation necessary to prevent contact of one article with another and to eliminate movement of any article in the container. When packing in a carton is not necessary, the items will be properly wrapped and padded for protection.

e. Kitchenware. All kitchenware will be packed and padded into cartons .

f. Linens, Clothing, Draperies, and Like Items. Small, lightweight, unbreakable items, e.g. , clothing items, certain linens, items already in drawers may remain in drawers instead of being removed and packed. (Lightweight items being defined as those of lightweight, and normally kept in drawers.) When not considered as safe for carriage in drawers, chests, . dressers, trunks, etc. , these and similar items will be packed carefully into regular cartons which will be properly sealed at residence. Clothing normally on hangers in closets and draperies will be packed in wardrobes subject to the following :

* (1) Upright wardrobes are mandatory for Code 1 shipments. Upright wardrobes will be used for Codes 2, 4, 5, 6, and T shipments at the option of the service member. If the member expresses no preference, use of upright or flat wardrobes is at the carrier's option. Upright wardrobes will be of sufficient size to permit clothing to hang freely. (Exception for final linehaul delivery out of nontemporary storage: the wardrobe used for storage is acceptable and no transfer is necessary.)

* (2) When flat wardrobes are used hangers, will be removed from the clothing.

g. Mirrors, Pictures, and Paintings (Glass-Faced or Other Than Glass-Faced Paintings) , Glass or Stone Table Tops, and Similar Fragile Articles Requiring Crating or Similar Protection. These articles will be wrapped and packed in a crate or a fiberboard carton. When more than one article is packed in any one crate or carton, a divider will be provided. No more than four articles will be packed in any one crate or fiberboard carton. Stone table tops will be packed separately. Small pictures, paintings, mirrors, and other similar articles of this type will be packed in cartons and will be properly sealed at residence. I understand that, prior to performing crating services for shipments moving in domestic Codes 1 and 2, I will obtain authorization from the PPSO. I further understand that crating authorization is not required for shipments moving in ITGBL Codes 4, 5, 6, or T and 7, 8, or J, since packing and crating services are included in the transportation single factor rate.

h. Lampshades, Ornaments, and Toys. All lampshades, ornaments, small toys and other small items easily crushed will be wrapped and placed in cartons and will be insulated from the carton walls and from other items. Lampshades will be wrapped individually with new paper or new unicellular polypropylene foam, placed in cartons, and cushioned to prevent shifting or damage

i. Mattresses. Mattresses will be placed in new mattress cartons at the residence and sealed with tape. All cartons used will have a minimum average bursting strength of 200 pounds per square inch.

j. Rugs . Rugs and rug pads will be properly rolled (not folded) for shipment and will not be subsequently folded or bent to an extent that may cause damage to the rug.

k. Appliances. Each appliance serviced will be appropriately labeled to indicate that it must be serviced at destination before use (reversing the process performed at origin) .

l. Washers. Washers requiring servicing will be secured with washer kits, washer packs, washer locks or special plastic inserts. The use of sheet fiberboard/cardboard is prohibited.

m. Surfaces. All finished surfaces will be protected so as to prevent scratching or marring.

*n. Bicycles - For overseas Shipments. When shipped as a separate item and not included within a container as specified in paragraph 41a (1) , bicycles shall be packaged and packed in the following manner: The handle bar shall be loosened, lowered, turned at a right angle from their usual position, swung downward and retightened when necessary. wheels or mechanisms shall not be removed or disassembled from the frame. When necessary, pedals shall be removed and secured on edge forward of the seat post or above the back fender. Before placement into the carton, the bicycle will be wrapped with protective Wrapping and padding . Empty areas in the container will be filled to prevent shifting or movement during transit. The container must be constructed or fabricated in a manner which will accept the bicycle without removal of the front or rear wheel assemblies and meets the requirements of paragraph 41. a. (2) .

*46 . Preparation of Inventory. Preparation of the inventory will be in the same manner of and in compliance with the requirements set forth in paragraph 55 of this tender. An automated inventory may be used if completed at

the place of pickup as long as the appropriate data are recorded, and copies provided as required. The inventory of the shipment will bear the signature of the member, the member's agent, or the PPSO, together with the signature of my representative certifying to its accuracy and completeness.

*47 . Split Shipments. If it is necessary to split a shipment for the linehaul movement, the established RDD is applicable to all parts of the shipment . A separate inventory for Cede 1 shipments will be prepared for overflow items, one copy dispatched immediately to the origin PPSO, and one copy to the property owner at time of delivery.

*48 . Carrier Personnel. I will use only personnel qualified in their assigned duties in handling of personal property. When any of my personnel appears to be under the influence of alcohol or drugs or uses abusive language, I will replace same on the job with qualified personnel, when requested by an PPSO or the PPSO's designated representative. I will not use convict or prison labor in the movement of personal effects belonging to members of the Department of Defense.

*49 . Quality Control Program. I agree to establish within my company a quality control system which will provide total visibility of all facets of the program and ensure the service provided is equal to or greater than the standards of service established by Headquarters, MIMC. This system will include, but not be limited to, specific subsystems for the functions of traffic management (routing, tracing, and billing) , packaging, employee training and supervision, and agent supervision. I will provide MIMC detailed descriptions of this quality control system, on request, to the home office of my company during normal business hours.

*50 . Condition of Vehicles and Containers The interiors of vehicles and containers used to transport personal property will be clean and will be provided with clean pads, covers and other protective equipment to ensure safe transit and delivery of personal property. Vehicles and containers will be maintained to assure that they are free from holes or other conditions which could permit the entry of water, and that doors, when closed, fit tightly and securely.

*51 . Removal of Debris. Packing and loading at origin will include removing from the member's premises all empty carrier-provided containers, packing materials and other debris accumulated incident to packing and loading.

*52 . Tailgate Loading. I understand that, unless approved by the PPSO, personal property will not be loaded onto tailgates of motor vans. When tailgate loading is approved, the load will not extend beyond the sides or end of the tailgate or above the top of the exterior surface of the vehicle.

*53 . Documents Provided the PPSO. As soon as possible, but not later than 7 workdays after the date of receipt of shipment as indicated in item 7 on the PPGBL or receipt of the PPGBL, whichever is the later, I shall furnish the origin PPSO the following:

a. One memorandum copy of the Personal Property Government Bill of Lading (SF 1263A) annotated with the gross, tare, and net weights, and the charges, including ITGBL charges, to date. For containerized shipments, I will also indicate the total number of containers and the gross cube of the shipment.

b. One copy of DD Form 619 itemizing the accessorial. services performed at origin.

c. One legible copy of the household goods descriptive inventory.

d. One legible copy of the weight tickets signed by the person performing the weighing and must contain the information required by the ICC. If the shipment is to be delivered prior to the submission of the aforementioned documents, the origin PPSO will be advised of the weight of the shipment by telephone or other appropriate means prior to delivery.

e. I shall furnish the destination PPSO a copy of the DD Form 1840 within 30 workdays of shipment delivery.

***54 . Documents Provided the Member.**

a. At the time of pickup, I shall furnish the member or the member's agent:

(1) Consignee's memorandum copy of the PPGBL (SF 1203B) .

(2) A legible copy of the Household Goods Descriptive Inventory.

(3) One legible copy of DD Form 619 (if applicable) .

Exception: For shipments originating from nontemporary storage, I will furnish the member the consignee's memorandum copy of the PPGBL, a legible copy of the Household Goods Descriptive Inventory, and a legible copy of the DD Form 619 (if applicable) at time of delivery to residence at destination. When such shipments require SIT at destination, I will furnish the destination PPSO the member's copy of each of the above documents at the time SIT is authorized.

b. At the time of delivery, I shall furnish the member or the member's agent:

* (1) A legible copy of the DD Form 619 if SIT, reweigh services or other accessorial services are performed en route or at destination.

(2) Three (3) copies of the DD Form 1840 (Joint Statement of Loss or Damage at Delivery) .

*** 55 - Inventory. I agree to:**

a. Prepare an accurate, legible household goods descriptive inventory (Figure A-7) , (automated inventories or similar documents which provide equal or better information are acceptable) in coordination with the member or the member's agent. When an article is packed in the original container by the carrier, the inventory will indicate the type of article and will be shown as "CP" , packed by the carrier.

b. Use extreme care in listing articles of furniture and packing containers. -

c. Identify containers by type and cube with an indication of general contents, e.g. , linens, pots, and pans, etc. , 2 cubic ft.

d. Avoid the use of words such as "household goods" or their general descriptive terms in the preparation of the inventory.

*e. Item (s) such as TVs, stereo components, computer hardware, VCRs, and video cameras, will be listed and identified by make, model, and serial number when these are visible on the outside of the item.

f. Ensure that my representative will use diligence to record any unusual conditions and that special care will be exercised to ensure that the inventory reflects the true condition of the property. The "Exception Symbols" and "Location Symbols" as shown in the Household Goods Descriptive Inventory (Figure A-7) will be used to describe the conditions, such as marred, scratched, soiled, worn, torn, gouged, and the like. If the condition of any article contained in the shipment is such that the use of one or more exception symbols is unnecessary, the emission of these symbols will indicate good condition except for normal wear.

g. Ensure that the terms "professional books, " "professional papers, " "professional equipment, " "professional books, papers, and equipment", or "consumable items" shall be used to identify such articles on the inventory, together with the cube and weight of the container; a line entry item for each container; e.g. , carton PB 6 cubic ft. , 150 lbs. These items identified by the member will be separated from other items of the shipment, weighed separately, and placed in separate boxes or cartons to provide safe transportation. (Symbols PB, PP, PE, PBPE, and cons as appropriate, shall be used.) The weight of the PBPE and consumables shall be inserted in block 28 of the PPGEL. When it is impossible or impractical to weigh the PBPE or consumables, a constructive weight, based on 40 pounds per cubic ft., shall be used and the letter "c" shall be inserted after the weight.

h. List on the inventory the general contents of dressers or chests of drawers, packed by the carriers.

i. Mopeds and Motorcycles will be annotated on the inventory as one line item listing the serial number, tie, and odometer reading.

j. Each privately owned firearm (POF) will be annotated on the inventory by make, model, caliber, or gauge and serial number.

k. Annotate the inventory to show any overage, shortage,, and damage found, including visible damage to external shipping containers each time custody of the property changes from a storage contractor (warehouseman) to a carrier or from one carrier to another.

l. For shipments moving in door-to-door container service, if the PPSO permits the carrier to partially containerize a shipment at the warehouse, each item removed from the residence will be annotated on the inventory as containerized at warehouse (CW) .

m. Secure from the storage contractor 2 legible copies of the nontemporary storage inventory and I will, in conjunction with the storage contractor, check each item of the storage lot in accordance with such inventory. If, at the time each item is checked, there is a difference in condition of the item from that listed on the nontemporary storage inventory, I will prepare an Exception Sheet, and such differing conditions will be noted thereon. When I elect to make a new inventory, differences as to condition of individual items, as compared with the nontemporary storage inventory, will be shown on an exception sheet as described above. In event the opinions of my driver and storage contractor's representative differ as to shortages/overages or condition of an item(s), both opinions will be listed on my exception sheet and separately identified as to source. Both parties will sign and date the Exception Sheet, each retaining a legible copy for their respective files. Such Exception Sheet will remain an internal industry document. In the event a claim is filed with the military activity, I will provide legible copies of the Exception Sheet, if any, to the concerned claims officer.

n. Indicate on inventories prepared on shipments released from contemporary storage the same article identification and item number as on the nontemporary storage inventory or make a cross-reference on the new inventory indicating the item number and identification from the nontemporary storage inventory (Figure A-7), CR ref column. The use of legible photo reproductions of the storage contractor's inventory instead of preparing a new inventory is permissible.

o. Use the same inventory prepared at origin to verify delivery at destination.

p. Identify personal property by affixing a tag or tape to each article (not applicable to individual items in packing Containers). Each shipment will be separately identified by lot and each article will be assigned a number that must correspond with the item number shown on the inventory form. The type of identification used and the method of affixing it to the article will be such as not to damage any article so identified.

q. Identify items disassembled by the member or disassembled or serviced by the carrier at origin and record such items in the remarks section of the Household Goods Descriptive Inventory form.

r. Identify items disassembled or serviced by carrier at origin and record such items in the remarks section of the Household Goods Descriptive Inventory form.

s. The term "miscellaneous" or its abbreviation "misc" shall only be used to describe the contents of containers when the total items in a container are too numerous to list on the carton or inventory line item and then only if the room or area from which packed is identified; i.e., "misc-youths room". If such a description is used, I agree not to contest a claim for missing items related to the nature of such cartons.

V. Certification.

A. GENERAL.

*56 . Assignment of Bills. Except for assignment of payment of my original bills to a bank, factor, or other financial institution for collection, I will not subrogate my rights and/or interest in the bills for service rates and charges on which such charges are based, or any subsequent claims thereon to third parties, unless the subrogation is revocable and under my control. I will always retain the right and authority either to claim or not to claim or to cancel claims on services to the Military Services which my company furnished and/or billed for, and I do not now have, nor will I enter into, agreements with parties not subject to my control which in any way infringe, controvert, or otherwise subordinate or prevent my company from deciding unilaterally whether it will, or will not, submit a claim or file suits against the Government or pay a claim by the Government after the original bill for services performed under this tender has been submitted. Failure to comply with the above certification will make my company or me ineligible to participate in the Department of Defense Personal property Shipment and Storage Program, and the sole determination in this matter will rest with the Department of Defense through the Military Traffic Management Command.

*57. Violation of Tender of Service. Any substantial violation of this tender, or failure to perform in accordance with tariff/rate tender and/or other legal requirements, may be used as the basis for suspension action by an PPSO. I also understand that the severity of violation and/or repeated violations of this tender, as determined by HQMIMC, may be used as justification for immediate disqualification or termination of this Tender of Service, without which I am not permitted to participate in further DOD personal property traffic.

*58. Requalification. After being disqualified for any reason, I may be requalified when corrective action has been taken on the violation which resulted in disqualification and evidence of corrective action taken is submitted to and approved by HQMIMC.

*59. Ownership. I certify that my company meets any applicable ownership requirement established by law for the type of carriage of goods in which I engage.

*60. Common Financial or Administrative Control. I will so indicate whether or not I am under the financial or administrative control of any other household goods carrier or forwarder, giving the name, and will attach a list of household goods carrier (s) or forwarder(s) which are under my common financial or administrative control.

*61. Unethical Acts. I agree that the Tender of Service signature sheet is signed with knowledge of the law that whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully:

a. Falsifies, conceals, or covers up by any trick, scheme, or device, a material fact; or

b. Makes any false, fictitious, or fraudulent statements, or representation; or

c. Makes or uses any false writing or document knowing the same to contain any false, fictitious, or fraudulent statement or entry will be subject to the provisions of paragraph 57 of this tender and the penalties prescribed in the criminal law of the United States, i.e., 18 U.S.C. 1001.

*62. Effective rote. This Tender of Service will be effective on the date approved by HQMIMC, and will continue in effect until withdrawn by me upon 30 days' notice in writing to HQMIMC, and will, while effective, be applicable to shipments of personal property which I accept for movement and servicing on PPGBLs, commercial bills of lading to be converted to PPGBLs, or purchase orders, and will form a part of the conditions thereof.

*63. Signatures. The Tender of Service Signature Sheet must be signed by all parties, subject to its provisions, and returned to HQMIMC, ATTN: MTOP-QQ, 5611 Columbia Pike, Falls Church, VA 22041-5050.

TENDER OF SERVICE SIGNATURE SHEET
FOR USE OF THIS FORM SEE DOD 4500.348, APPENDIX A
(ALL ENTRIES MUST BE TYPEWRITTEN EXCEPT FOR SIGNATURE)

THIS SIGNATURE SHEET CERTIFIES THAT I HAVE READ AND UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THE TENDER OF SERVICE RECEIVED FROM THE MILITARY TRAFFIC MANAGEMENT COMMAND (MTMC). I AGREE TO ACCEPT AND PROVIDE SERVICE UNDER THE TERMS AND PROVISIONS OF THE TENDER OF SERVICE DATED MAY 1, 1989, AND ALL AMENDMENTS THERETO.

PART I - CERTIFICATION STATEMENT

☒ **I CERTIFY THAT I AM NOT UNDER COMMON FINANCIAL OR ADMINISTRATIVE CONTROL (CFAC) WITH ANY OTHER HOUSEHOLD GOODS CARRIER OR FORWARDER.**

☐ **ATTACHED IS A LIST OF HOUSEHOLD GOODS CARRIER(S) OR FORWARDER(S) WITH WHICH I AM IN COMMON FINANCIAL OR ADMINISTRATIVE CONTROL (CFAC).**

PART II - TYPE OF SERVICE

DOMESTIC

☒ **DOMESTIC DOOR-TO-DOOR MOTOR VAN (CODE 1)** ☐ **DOMESTIC DOOR-TO-DOOR CONTAINER (CODE 2)** ☐ **ALASKA** ☐ **HHG** ☐ **IUD**
(Check above for both Domestic & Int'l)

INTERNATIONAL

☒ **DOOR-TO-DOOR CONTAINER (CODE 4)** ☐ **DOOR-TO-DOOR CONTAINER SURFACE, GOVERNMENT (CODE 5)** ☐ **DOOR-TO-DOOR AIR CONTAINER (CODE 6)**
☐ **DOOR-TO-DOOR AIR CONTAINER (CODE T)** ☐ **LAM-WATER-U SAGGAGE (CODE 7)** ☒ **LAND-AIR-BAGGAGE (CODE 8)** ☐ **LAND-AIR (MAC)-LAND BAGGAGE (MOE J)**

PART III - CARRIER PROCESSING DATA

THE UNDERSIGNED CERTIFIES THAT THE FOREGOING STATEMENTS ARE TRUE AND COMPLETE. ANY MISREPRESENTATION OR FALSIFICATION MAY BE SUBJECT TO PROSECUTION UNDER 18 USC 1001.

TANDARD CARRIER ALPHA CODE (SCAC)

BASIC FEDERAL OR STATE CERTIFICATION/ PERMIT NUMBER

EMPLOYER'S INTERNAL REVENUE SERVICE IDENTIFICATION NUMBER

NAME OF CARRIER (AS SHOWN ON ICC OR STATE PERMIT)

ADDRESS OF CARRIER (INCLUDE STREET/P.O. BOX/CITY/STATE/ZIP CODE)

TELEPHONE NUMBERS (INCLUDE AREA CODE)

COMMERCIAL: WATTS:

ELEX/MAILGRAM: FAX:

ASYLINK:

TITLE OF CARRIER OFFICIAL

SIGNATURE

DATE

NAME OF INTERLINE CARRIER (IF APPLICABLE)

SCAC

TITLE OF INTERLINE CARRIER OFFICIAL

SIGNATURE

DATE

PART IV - OFFICIAL(S) AUTHORIZED TO SIGN

DOCUMENT TYPES: (A) TENDER OF SERVICE SIGNATURE SHEET; (B) REQUESTS FOR ADDITIONAL APPROVAL; (C) CERT. AGENCY AGREEMENT; (D) OUTLINE OF FINANCIAL AND ADMINISTRATIVE CONTROL; (E) MANUAL RATE TENDERS; (F) CERT. OF INDEPENDENT PRICING (CIP) OR "ALL" FOR ALL DOCS.

TYPE DOC.	NAME (Typed)	TITLE	SIGNATURE

ADDITIONAL INTERLINE CARRIERS

Revised 12/2014

NAME OF INTERLINE CARRIER		SCAC	
TITLE OF INTERLINE CARRIER OFFICIAL	SIGNATURE		DATE
NAME OF INTERLINE CARRIER		SCAC	
TITLE OF INTERLINE CARRIER OFFICIAL	SIGNATURE		DATE
CONTINUATION OF PART IV - OFFICIAL(S) AUTHORIZED TO SIGN			
TYPE DOC.	NAME	TITLE	SIGNATURE

REMARKS:

CERTIFICATION OF INDEPENDENT PRICING

A. For the purpose of inducing the United States to accept these tendered rates or fares, the undersigned declares, with the understanding that a false statement is a violation of law subject to criminal and civil penalties, that the following is true:

1. The rates or fares in this tender have been ☐ rred at independently and, ☐ xcept as described in paragraph B, below, there has been no communication, agreement, understanding, collusion, or any other action in respect to these rates or fares, with any carrier, competitor or agent thereof.

2. Except ☐ described in paragraph B, below, the rates or fares or other related information ☐ -i tted in this tender have not and will not be disclosed directly or indirectly to any other carrier, competitor, or agent thereof. A carrier may disclose the rates or fares or other related information submitted in this tender only after public disclosure of this tender by a government agency with which it is filed.

3. No ☐ ction has been or will be taken, and no ☐ greanant or understanding has been or will be made, with any other carrier, competitor, or agent thereof to:

- (a) submit or not to submit rates or fares; or
- (b) change, cancel, or withdraw rates or fares; or
- (c) file the same or prearranged rates or fares; or
- (d) restrict competition for United States Government traffic by any means or device.

B. It is understood that this certification does not prohibit discussions concerning this tender between ☐ freight forwarder ☐ nd its underlying carriers, between ☐ carrier or freight forwarder and its agents providing underlying transportation service or equipment, or between or among interline carriers jointly participating in this tender. It is also understood that this certification does not prohibit discussions concerning this tender between commonly owned companies (carriers or freight forwarders) if the common ownership has been previously disclosed in writing to the Military Traffic Management Command. further, this certification between a carrier and its rate filling agents or consultants, provided that the carrier has instructed in writing such ☐ gents or consultants to preserve the confidentiality of such discussions.

C. The undersigned further certifies that (enter initials next to subparagraph 1 or 2 below, as applicable):

[] 1. I am responsible for determining the rates or fares being offered in this tender; that I have been authorized, in writing, to sign this certificate on behalf of the carrier; that I have not participated and will not participate in any ☐ ct ion contrary to subparagraphs A(1) through A(3) show; and, that I have no knowledge that any other person has taken such ☐ ction; OR

[] 2. I am authorized ☐ gent for the carrier; that I have not personally participated, and will not participate, in ☐ y action contrary to subparagraphs A(1) through A(3) ☐ kve; that ☐ m ☐ gent I have been authorized, in writing, to certify, and do hereby certify, that the following principals have not participated in any action contrary to subparagraphs A(1) through A(3) show:

Name & Title

Organization

(Type or print name and position title of person(s) in the carrier's organization responsible for determining the rates or fares offered in this tender.)

3. This certification ☐ pplies to ☐ y medium used for the offering of the rates or fares, to include paper and any type of ☐ lectronic or magnetic media such as magnetic tapes, floppy disks, CD ROM, or Electronic Data Interchange.

Signature: _____

Print or type name: _____

Title: _____

Date: _____

(Revised 16 Jul 91)

CERTIFICATE OF CARGO LIABILITY INSURANCE <small>(DOD Directive #100 34 2, Appendix A)</small>			
THE FOLLOWING IS THE MINIMUM REQUIRED INSURANCE FOR CARRIERS/FORWARDERS:			
	Amount Per Shipment	Amount Per Aggregate Losses/Damages at Any One Place and Time	
DOMESTIC	\$10,000	\$150,000	
INTERNATIONAL	\$10,000	\$150,000	
INSTRUCTIONS (Type all information except signature.)			
1. A. NAME OF INSURANCE COMPANY		2. A. NAME OF HOUSEHOLD GOODS CARRIER/FORWARDER	
1. B. ADDRESS (street number, city, state and zip code.)		2. B. ADDRESS (street number, city, state and zip code.)	
3. SCAC	4. POLICY NUMBER	3. EFFECTIVE DATE (Mo/Da/Yr) (12 01 Eastern Standard Time and continuing until cancelled as provided for in paragraph "5" below.)	
6. THE INSURANCE COMPANY (HEREINAFTER REFERRED TO AS COMPANY) HEREBY CERTIFIES AND AGREES THIS POLICY PROVIDES FOR THE FOLLOWING:			
	Amount Per Shipment	Amount Per Aggregate Losses/Damages at Any One Place and Time	
DOMESTIC	\$ _____	\$ _____	
INTERNATIONAL	\$ _____	\$ _____	
<p>Compensation for loss and/or damage to all property belonging to shippers or consignees and coming into the possession of the carrier in connection with its transportation service performed for the account of the Department of Defense (hereinafter referred to as DOD), regardless of whether the motor vehicles, terminals, warehouses, and other facilities used in connection with the transportation of such property are specifically described in the policy or not. The liability of the company extends to such losses and/or damage, whether or not occurring on the route(s) or in the territory(ies) authorized to be served by the carrier whenever the carrier may be legally liable.</p> <p>No limitations in the policy, such as deductibles or coverage restrictions, shall be a valid defense for claims filed by shipper, consignees, or the DOD. If the carrier may be liable, the company may be liable. If the carrier cannot or does not handle a claim, the company assumes responsibility to see that the claim receives prompt attention, including the determination of the carrier's liability, and payment in full to the extent of that liability.</p> <p>Lack of cooperation from the carrier for any reason (including carrier bankruptcy) is no defense. If necessary, the company shall seek from the claimant affidavits or other supporting documentation to permit a determination of liability.</p> <p>When requested by the Commander, Military Traffic Management Command (hereinafter referred to as MTMC), the company will provide, within thirty (30) days, duplicate original of said policy and all endorsements thereto. MTMC reserves the right to reject certificates of insurance from insurance companies if they fail to provide adequate protection.</p> <p>This certificate may not be cancelled without cancellation of said policy. Such cancellation or any material change may be effected by the company or the carrier only by giving thirty (30) days notice in writing to the Commander, Military Traffic Management Command, ATTN: MT-PPC, 5611 Columbia Pike, Falls Church, Virginia 22041-5050. Such notice will commence to run from the date said notice is actually received at the office of MTMC.</p> <p>Insurance and surety companies must be legally authorized to issue policies of cargo liability insurance in each state that the carrier is authorized to operate by the Interstate Commerce Commission or be authorized to issue such policies in the state in which the carrier has its principal place of business. The underwriter of cargo liability insurance must have a policyholder's rating of "A" or better in <u>Best's Insurance Guide</u>.</p>			
ISSUING OFFICE			
7. A. NAME OF INSURANCE COMPANY/UNDERWRITER		8. A. NAME OF AUTHORIZED INSURANCE COMPANY REPRESENTATIVE	
7. B. ADDRESS (street number, city, state and zip code.)	PHONE NO. (area code)	8. B. SIGNATURE	DATE (Mo./Da./Yr.)

MT-HQ Form 49-R, May 8 S

EDITION OF JUL 81 IS OBSOLETE

[figure A-2]
A-32

SECRET

Sample
Agency Agreement

DATE _____

This is to certify that an _____ agency agreement is in effect between
(insert exclusive if applicable)

_____ and _____ for the purpose of handling
(carrier) (agent) ,

_____ from _____
(household goods/unaccompanied baggage insert as applicable) (codes) (Country)

to each of the 48 contiguous states and the District of Columbia. I certify that the facilities of my overseas agent have been inspected by a responsible representative of my company and such facilities meet the standards of my company.

In witness thereof, the undersigned authorized officials have affixed their signatures on the dates indicated.

carrier		Agent
_____ (Name)	_____ (code)	_____ (Name)
_____ (Address)		_____ (Address)
_____ (Signature)		_____ (Signature)
_____ (Date)		_____ (Date)

MILITAR INSTALLATION ERVED
GBLOC CODE)

Outline of Financial and Administrative Control

Applicant: _____
Address: _____ Effective Date of Data: _____

.....
.....

This questionnaire is prepared with the full knowledge of the law that, Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years, or both (June 25, 1946, Ch. 645, 62 Stat. 749)(18 USC 1001).

Section I - (A) Stockholders - List the name, address and number of shares of each class of stock held by persons holding more than five percent of the issued and outstanding capital stock of the corporation or propriety interest in the company.

(1)	(2)	(3)	(4)	(5)
		Held for Own Account	Number & class of shares or Amount of Capital Held	Percent of Total Stock or Capital
<u>Name</u>	<u>Address</u>	<u>Yes or No</u>	<u>Capital Held</u>	<u>Capital</u>

If answer to Column (3) is 'No,' list name and address of persons for whose accounts stock or other interest is held

Section 1- (A)(i) Are there in existence options, warrants, or other agreements to acquire that stock of the applicant? No e s

Describe: (If the answer is yes).

(B) Officers and Directors

(1)	(2)	(3)	(4)	(5)	(6)
<u>Name</u>	<u>Address</u>	<u>Title</u>	<u>Class of Shares</u>	<u>Number of Record</u>	<u>In home of Others</u>

Section II Applicant agrees to inform MTMC, in writing, within 10 days of My change in facts or circumstances which would result in any change or alteration in the information herein above set forth, failure to furnish such notification may result in suspension or revocation

Section III

Name of Applicant

Name

State whether Person, Firm or Corp.:

If Corporation, Attest:

By: _____
(Authorized signature).

By: _____
Secretary or Asst. Secretary

(Title)

*** JUSTIFICATION CERTIFICATE FOR USE OF A FOREIGN FLAG CARRIER**

AMC CONTROL #: _____ CARRIER'S DATE: _____
AMC Receipt Date: _____

Carrier: _____ SCAC: _____
Award Date: _____ PPGBL/OTO #: _____
Pick-up Date: _____ RDD: _____
Origin: _____ Destination: _____
Property owner's name and rank: _____

Name of foreign flag carrier: _____
Foreign flag carrier will be utilized between _____
and _____ Date of departure: _____

Cu.Ft. _____ Gross Wt. _____ Net Wt. _____

Air Freight Charge: _____ Per _____

I certify that it is necessary to transport the household goods and/or personal effects of the above-named property owner by foreign flag carrier as designated above for the following reasons:

(A FULL EXPLANATION IS REQUIRED)

NOTE: The explanation must include documented description of efforts made to secure U.S. flag carrier including points of contact (with names and telephone numbers) with at least two U.S. flag carriers contacted. Copies of telephone notes, telegraphic, and facsimile message or letters will be sufficient for this purpose if adequate details are included therein to support conclusions that provisions of the Fly American Act, (49 U.S.C. 1517) have been met.

(Signature of Carrier Official)

(Signature of AMC Official)

(Title)

(Date)

(Title)

(Date)

Concur _____ / Nonconcur _____

Attached:

PPGBL: Yes / No OTO AWARD MSG: Yes / No
(If no, provide explanation)

The PPGBL rate on file with HQMTMC will be protected to the extent provided by paragraph 33e of the Tender of Service.

(Figure A-5)

JUSTIFICATION CERTIFICATE FOR USE OF A FOREIGN FLAG VESSEL

FORM 100-10
7-55

Date

I certify that it (is) (was) necessary to transport the household goods
● adJor personal ● ffect of _____
between _____ ● nd _____
● n route from _____ to _____
via the _____, ● foreign flag vessel for the

(A full ● xplanation is required)

Signature of Authorizing Officer

Title

Post, Station, or Installation

8976.40 RESPONSIBILITY OF CERTIFYING OFFICER. Certifying officer have the responsibility in the first instance of determining the ● cceptably of the foregoing certificate which must be ● ttached to bills involving movements by foreign flag vessels prior to the certification of such bills. (Title V, GAO Manual)

(figure A-6)

HOUSEHOLD GOODS DESCRIPTIVE INVENTORY

TAG LOT NO _____		PAGE NO _____	NO OF PAGES _____
TAG COLOR _____ NOS _____ THRU _____		CARRIER'S REFERENCE NO _____	
CONTRACTOR OR CARRIER _____		CONTRACT OR GBL NO _____	
OWNER'S GRADE OR RATING AND NAME _____		GOVT SERVICE ORDER NO _____	
ORIGIN LOADING ADDRESS _____ CITY _____ STATE _____		VAN NUMBER _____	
DESTINATION _____			
DESCRIPTIVE SYMBOLS B/W - BLACK & WHITE TV C - COLOR TV CP - CARRIER PACKED PBO - PACKED BY OWNER CD - CARRIER DISASSEMBLED DBO - DISASSEMBLED BY OWNER PB - PROFESSIONAL BOOKS PE - PROFESSIONAL EQUIPMENT PP - PROFESSIONAL PAPERS BE - BENT BR - BROKEN BU - BURNED CH - CHIPPED CU - CONTENTS & CONDITION UNKNOWN D - DENTED F - FADED G - GOUNDED L - LOOSE M - MARRED MI - MISDEW MO - MOTH EATEN R - RUBBED RU - RUSTED SC - SCRATCHED SH - SHORT SO - SOILED T - TORN W - BADLY WORN Z - CRACKED LOCATION SYMBOLS 1 ARM 2 BOTTOM 3 CORNER 4 FRONT 5 LEFT 6 LEGS 7 REAR 8 RIGHT 9 SIDE 10 TOP 11 VENEER 12 EDGE 13 CENTER 14 SLAT 15 SPANNER 16 BUDGE			
NOTE THE OMISSION OF THESE SYMBOLS INDICATES GOOD CONDITION EXCEPT FOR NORMAL WEAR			

ITEM NO	ORIGIN REF	ORIGIN ORIGIN	ORIGIN ORIGIN	ORIGIN ORIGIN	ARTICLES	DESCRIPT SYMBOLS	CONDITION AT ORIGIN	EXCEPTIONS IF ANY AT DESTINATION
1								
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Billing Instructions-Household Goods/Unaccompanied Baggage
(Legend: X-Required; N/A-Not Required]

	Army and Air Force	Navy and Marine Corps
Billing Documents		
1. Original "Public Voucher for Transportation Charge (SF-1113)"	x	x
2. Memorandum Copy "Public Voucher for Transportation Charges SF-1113a)"	N/A	x
3. Original GBL. Accomplished or supported by certification of liability as specified in item 7 below	x	x
4. Memorandum of waybill copy GBL: N/A for Marine Corps	N/A	x
5. Original of scale weight ticket(s) prepared by weighmaster(s)	x	x
6. Original "Statement of Accessorial Services Performed" (DD Form 619 when charges are assessed for accessorial services not including SIT ¹)	x	x
-f. Certification of liability during SIT period until delivery to consignee when billing separately for charges from point of origin to point of storage	x	x
8. Copy of commercial ocean/air freight bill for shipments between points in CONUS and points outside CONUS	x	- x
9. "Justification Certificate for Use of Foreign Flag Vessel or Aircraft" American Flag service is unavailable or necessity of the traveler's mission requires use of foreign flag service	x	x
10. Original document authenticating diversions or reconsignment; prepared, signed, and provided by the ITO who requested and authorized the action	x	x
11. Original "Application for Shipment of Household Goods" (DD Form 12992)	N/A	x
12. One copy of permanent change of station orders or other authority for shipment ²	N/A	x
13. "Certification of Ocean Freight Charges"	x	x
14. A copy of the "one-time-only" rate tender, if applicable.	x	x
15. Original "Statement of Accessorial Services Performed (SIT Delivery & Reweigh)", DD Form 619-1, when charges are assessed for SIT delivery	x	x

'Note: The carrier may, as its option, prepare a certificate of waiver including a statement designating the warehouseman as an agent-of the line-haul carrier with authority to receive payment in the name of the line-haul carrier for all SIT, delivery-out and other applicable charges authorized by the PPGBL to which the certificate pertains. A signed copy of the certificate shall be attached to the supplemental bill for such authorized billing. (41 CFR 101-41.309-2(b) (3) motor carriers or freight forwarder destination SIT of HHG Or mobile dwellings.

¹Applies only to shipments within CONUS and points outside CONUS. All DD Forms 619 submitted with SF's 1113 for payment will be fully completed with applicable entries except for the "Unit Price" and "Charge" columns. Completion of these two columns is optional with the earner or his agent. If the **carrier or agent** completes the "Unit Price" and "Charge" columns on the DD Form 619 and 619-1 submitted with billings, the total of accessorial charges may be shown on the SF 1113 in lieu of itemization of individual unit prices or charges, except that for the Marine Corps billings the accessorial charge will continue to be itemized on the SF 1113a. When supplemental bill for storage-in transit is presented by the line-haul carrier or agent, in addition to other documents, a legible memorandum copy of the Government bill of lading and a copy of the original line-haul voucher (SF 1113) will be included.

²These two documents required for all Navy shipments will be placed in an envelope and clearly marked "Notice to Carrier. DO NOT DESTROY - enclosed documents will accompany billing for payment of transportation charges." The envelope with contents will be securely attached to the original GBL and will not be detached by carriers. To serve this purpose, the original DD 1299 is required for Navy shipments.

(figure A-8)